

Appendix 1 Notes for a visit at a time of ministerial transition

Visits to a pastorate by the Synod Moderator and representatives of the pastoral committee (or equivalent) enable everyone involved in the process of the movement of ministers to have a clearer understanding of what is involved. These visits can explain the process, clarify the role of the Synod, Interim Moderators and Synod Moderators, review the ministry needs of the pastorate, review the draft pastorate profile and prepare the way for the introduction of possible candidates. What follows are headings, which should be covered in one or more of these visits.

- a) Explanation of the Synod's responsibilities through the pastoral committee (or equivalent) for determining the pastorate and its scoping, and declaring a vacant post
- b) Appointment and role of Interim Moderator(s)
- c) Synod Moderators' role with Pastoral Committee and Synod
- d) Movement of Ministers
 - i. at each meeting Synod Moderators give consideration to ministers seeking a call;
 - ii. ordinands and married couples are given priority;
 - iii. Moderators Meetings are normally the first Wednesday and Thursday of the months in which they meet;
 - iv. the process deals with ministers seeking a call and with pastorates seeking a minister. A summary personal profile for each minister and a summary pastorate profile for each pastorate are circulated to each Synod Moderator. (see Appendices 3 and 10);
 - v. sometimes there are specific requests from ministers to see a pro

The state of congregation:- mission opportunities; special needs or features; ecumenical context; scoping comments; openness to change

- ii. Minister (person specification): - equal opportunities church; age and gender; length of future ministry; appropriateness for an ordinand; special skills, e.g. pastoral, preaching,

administration, youth and children, leadership, evangelism, social involvement, music, reconciliation, theological range, ecumenical commitment

iii. Terms of settlement, manse, any other relevant comments

iv. Positive aspects of vacancies

v. The need to keep congregation informed of process and steps being taken whilst keeping confidentiality.